Bureau of Labor Statistics Report on
Employment, Payroll, and Hours -- **Transportation, Communication, and Public Utilities, Finance, Insurance, Real Estate and Services**

U.S. Department of Labor

Report Number	Industry	We estimate that it will take an average of 7 minutes to complete this form each month including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Bureau of Labor Statistics, Division of Monthly Industry Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

For Location:

Please retain for your records

: **1-**

A. Contact person, in case of questions: **Title**   **Phone Number**   **FAX Number**
    Your Name

E-mail Address

B. Please provide the number and location of establishments covered by this report.
    Number of establishments   **City**   **County**   **State**

C. Please check one: Production workers are paid: ☐ **each week**   ☐ **every 2 weeks**   ☐ **twice a month**   ☐ **once a month**

☐ **other, specify:** _____

D. Please complete columns 1-5 for the single pay period checked above which includes the 12th of the month. Detailed directions are on the back.

Reference Period Please report data **only** for the pay period that includes the 12th of the month	(1) All employees: Report the number of paid employees who worked during or received pay for any part of the pay period that includes the 12th of the month	(2) Women Employees: Report the number of employees from column 1 who are women	(3) Nonsupervisory Employees: Report the number of employees from column 1 who are nonsupervisory workers	(4) Nonsupervisory Employees Payroll: Report the total non-supervisory worker payroll, including overtime and excluding lump sum pay-ments for the pay period that includes the 12th of the month **OMIT CENTS**	(5) Nonsupervisory Employees Hours Report the total nonsupervisory worker hours paid, including overtime, for the pay period that includes the 12th of the month **OMIT FRACTIONS**	(6) C o m m e n t	C o d e	BLS Use Only LP
12=DEC				$ OMIT CENTS				
01=JAN				$ OMIT CENTS				
02=FEB				$ OMIT CENTS				
03=MAR				$ OMIT CENTS				
04=APR				$ OMIT CENTS				
05=MAY				$ OMIT CENTS				
06=JUN				$ OMIT CENTS				
07=JUL				$ OMIT CENTS				
08=AUG				$ OMIT CENTS				
09=SEP				$ OMIT CENTS				
10=OCT				$ OMIT CENTS				
11=NOV				$ OMIT CENTS				
12=DEC				$ OMIT CENTS				

E. Please report comments on significant changes in your employment, payroll, or hours on the back. Also list the corresponding comment code in column 6.

BLS-790 H Rev Jul 96

For what time period should I complete this form?

Complete this form only for the single pay period checked in part C (weekly, monthly, etc.) that includes the 12th day of the month. Payroll and hours (Part D, columns 4-6) should be reported for the entire pay period checked in Part C, regardless of its length.

If your pay period is Monday through Friday, and the 12th falls on a Saturday, please report for the week of the 6th through the 12th. For a Monday-Friday payroll, when the 12th falls on a Sunday, report for the week of the 12th through the 18th.

Column 1   All Employees:

Enter the total number of persons who worked full- or part-time or received pay for any part of the pay period including the 12th of the month.

Include in "All Employees":

  * salaried officials of corporations
  * executives and their staff
  * persons on paid sick leave
    persons on other paid leave
    part-time employees
    trainees

> **COMMON REPORTING ADJUSTMENTS:**
> Please pay special attention to items marked with an asterisk (*).

Exclude from "All Employees":

    proprietors
    pensioners
    unpaid family members
    partners of unincorporated firms
    persons on strike the entire pay period
  * persons on leave without pay the entire pay period
    armed forces personnel on active duty the entire pay period
    non-office real estate sales agents working solely for commissions
    outside contractors and their employees

Column 2   Women Employees:

Enter the number of employees from column 1 who are women.

Column 3   Non-supervisory Employees:

"Nonsupervisory employees" **includes** every employee except those whose major responsibility is to supervise, plan, or direct the work of others.

Enter the number of employees from column 1 who are non-supervisory employees. Non-supervisory employees **excludes** all employees in column 1 who are:

    officers of corporations   department heads
    executives   superintendents
    managers

"Nonsupervisory employees" includes working supervisors and group leaders who may be "in charge" of a group of employees, but whose supervisory functions are only incidental to their regular work.

Column 4   Non-supervisory Employee Payroll:
Enter the total amount of pay earned during the entire pay period checked in Part C (weekly, etc.) for all non-supervisory employees in column 3.

Report pay *before* employee deductions for:

    FICA (social Security)
    unemployment insurance
    health insurance
    pensions
    pay deferral plans (401K plans)
    Federal, State, and local income taxes
    bonds
    union dues

Include pay for:	**Exclude:**
* bonuses paid each pay period	* bonuses not paid each pay period
overtime	* lump sum payments
holidays	* retroactive pay
vacations	payments-in-kind
sick leave	travel expenses
other paid leave	annual pay for unused leave
drawing accounts	pay advances, such as
basic guarantees	vacation pay advances
incentive pay	
commissions paid at least monthly	

Column 5   Nonsupervisory Employee Hours:

Enter the total number of hours paid for during the entire pay period checked in Part C (weekly, etc.) for all non-supervisory employees in column 3. Do not convert overtime or other premium hours to straight-time equivalent hours. "Hours paid for" is the sum of :

1. Hours worked, including overtime hours
2. Hours paid for stand-by or reporting time
3. Hours not worked, but for which pay was received directly from the firm. Included are holidays, vacations, sick leave, or other paid leave.

E. Your Comments. Check the box which best indicates the reason for significant changes in employment (Emp), payroll (PR), or hours (Hrs). Circle the item(s) (Emp, PR, or Hrs) to which the comment applies. Please enter the comment code on the front of the form in Column 6.

				Seasonal Increase = 01	Seasonal Decrease = 02	More business (expansion) = 03	Less business (contraction) = 04	Increase in % of lower paid workers = 22	Increase in % of higher paid workers = 23	Longer scheduled work week = 41	Shorter scheduled work week = 40	Increase/decrease in commissions = 32	More overtime = 27	Wage rate increase =21	Temporary shutdown = 09	Permanent Shutdown = 86	Strike = 08	Please write any other comments here. Your comments are important and are used to understand the economic meaning of the data.
JAN	Emp	PR	Hrs															
FEB	Emp	PR	Hrs															
MAR	Emp	PR	Hrs															
APR	Emp	PR	Hrs															
MAY	Emp	PR	Hrs															
JUN	Emp	PR	Hrs															
JUL	Emp	PR	Hrs															
AUG	Emp	PR	Hrs															
SEP	Emp	PR	Hrs															
OCT	Emp	PR	Hrs															
NOV	Emp	PR	Hrs															
DEC	Emp	PR	Hrs															